

## **CLAIMS**

What is claimed is:

1. A computer-implemented method comprising:  
receiving an image of an overview of a collection;  
identifying at least one action set forth in the image;  
identifying at least one document; and  
performing the at least one action on the at least one document.
2. The method defined in Claim 1 wherein identifying the at least one document comprises:  
identifying a location on the image of at least one indication area having a mark therein, the at least one indication area being associated with the at least one document;  
and  
identifying the at least one document based on the location of the at least one indication area having the mark therein.
3. The method defined in Claim 2 wherein the at least one indication area comprises one of a plurality of check boxes in the image, wherein each of the plurality of check boxes is associated with one of a plurality of graphics in the image, wherein each of the plurality of graphics is associated with one or more documents.

4. The method of claim 2, wherein the collection overview comprises a plurality of representations of documents, and wherein identifying at least one document based on the location of the at least one indication area comprises identifying the at least one document corresponding to a document representation indicated by the mark in the at least one indication area.

5. The method of claim 2, wherein the collection overview comprises a plurality of representations of documents; and further wherein identifying the at least one document based on the location of the at least one indication area having the mark therein comprises:

determining a coordinate location for the at least one indication area having the mark therein;

determining a coordinate location for at least one of the document representations; and

identifying a first document by comparing the coordinate location for at least one indication area having the mark therein with the coordinate location for the at least one document representation.

6. The method defined in Claim 2 wherein each of the at least one indication area comprises a check box.

7. The method defined in Claim 2 wherein the indication area is located on top of a portion of a graphic representing at least one document in a collection.

8. The method defined in Claim 1 wherein the image includes a machine readable pointer to identify the collection.

9. The method defined in Claim 8 wherein the machine readable pointer comprises a 2-D barcode.

10. The method defined in Claim 1 wherein receiving an image of an overview of the collection comprises capturing an image of the sheet and identifying at least one document by reading an RFID tag embedded in the sheet, the data on the RFID tag identifying the collection containing a document.

11. The method defined in Claim 1 further comprising scanning a sheet having an identifier and having graphical content representing a collection of one or more media objects, wherein scanning the sheet results in creating the image.

12. The method defined in Claim 1 wherein the plurality of actions comprise two or more of a group consisting of printing, faxing, sending by electronic mail, deleting, grouping, ungrouping, and playing.

13. The method defined in Claim 1 wherein identifying at least one action set forth in the image comprises identifying a location of a mark in an action indication area on the image.

14. The method defined in Claim 1 wherein the at least one documents comprises a collection of documents.

15. The method defined in Claim 1 wherein the at least one document is part of a stored collection, and further wherein the collection overview comprises a collection coversheet.

16. The method of claim 15, wherein the collection overview comprises a plurality of thumbnail depictions of documents.

17. The method of claim 15, wherein the collection coversheet comprises a machine-readable collection identifier specifying a storage location for the collection, the method further comprising, prior to performing at least one action, retrieving the at least one document from the storage location.

18. The method of claim 1, wherein the collection overview comprises a list of documents.

19. The method of claim 1, wherein the collection overview comprises a plurality of thumbnail depictions of documents.

20. The method of claim 1, wherein the collection overview comprises a plurality of icons representing documents.

21. The method of claim 1, wherein the at least one action specifies a grouping action, and wherein the at least one document comprises two or more documents, and wherein performing the at least one action comprises grouping the two or more documents.

22. The method of claim 20, wherein grouping the two or more documents comprises forming a sub-collection comprising the two or more documents.

23. The method of claim 1, wherein the at least one action comprises transmitting the at least one document to a destination, the method further comprising determining a destination.

24. The method of claim 23, wherein determining a destination comprises receiving user input specifying a destination.

25. The method of claim 23, wherein determining a destination comprises reading an indicator of a destination from the image.

26. The method of claim 25, wherein determining a destination comprises reading an indicator of a destination from an action indication area in the image.

27. The method of claim 26, wherein determining a destination comprises determining at least one selected from the group consisting of an e-mail address; a fax number; a uniform resource locator; a telephone number; and a mailing address.

28. The method of claim 1, wherein receiving the image of a document index comprises receiving an e-mail message containing the image of the document index.

29. The method of claim 1, wherein receiving the image of a document index comprises receiving a fax message containing the image of the document index.

30. The method of claim 1, further comprising determining the at least one action by performing optical character recognition on an action indication area.

31. The method of claim 8, wherein the machine readable identifier comprises an identifier specifying a storage location, and the method further comprising, prior to performing the at least one action, retrieving the at least one document from the storage location.

32. The method of claim 1, further comprising, prior to performing the at least one action, retrieving the at least one document from a storage device.

33. A computer-implemented method comprising:

receiving an image of an overview of a collection and a machine readable pointer  
identifying the collection;  
locating, on the document index image, at least two marked check boxes;  
identifying a document for at least one of the marked check boxes based on  
location of the at least one of marked check boxes on the document index page;  
identifying an action from the document index page; and  
performing the action on the documents identified for each of the marked check  
boxes.

34. An article of manufacture comprising one or more recordable media  
having instructions stored thereon which, when executed by a computer, cause the  
computer to perform a method comprising:

receiving an image of an overview of a collection;  
identifying at least one action set forth in the image;  
identifying at least one document; and  
performing the at least one action on the at least one document.

35. The article of manufacture defined in claim 34 wherein identifying the at  
least one document comprises:

identifying a location on the document index image of at least one indication area  
having a mark therein, the at least one indication area being associated with the at least  
one document; and

identifying the at least one document based on the location of the at least one indication area having the mark therein.

36. The article of manufacture defined in Claim 35 wherein the at least one indication area comprises one of a plurality of check boxes in the image, wherein each of the plurality of check boxes is associated with one of a plurality of graphics in the image, wherein each of the plurality of graphics is associated with one or more documents.

37. The article of manufacture defined in Claim 34 wherein each of the at least one indication area comprises a check box.

38. The article of manufacture defined in Claim 34 wherein the indication area is located on top of a portion of a graphic representing at least one document in a collection.

39. The article of manufacture defined in Claim 34 where identifying at least one document comprises obtaining information about a collection containing the at least one document using an RFID tag.

40. The article of manufacture defined in Claim 34 wherein the method further comprises scanning a sheet having an identifier and having graphical content representing a collection of one or more media objects, wherein scanning the sheet results in creating the image.



41. The article of manufacture defined in Claim 34 wherein the plurality of actions comprise two or more of a group consisting of printing, faxing, sending by electronic mail, deleting, grouping, ungrouping, and playing.

42. The article of manufacture defined in Claim 34 wherein identifying at least one action set forth in the image comprises identifying a location of a mark in an action indication area on the image.

43. The article of manufacture defined in Claim 34 wherein the at least one documents comprises a collection of documents.

44. The article of manufacture defined in Claim 34 wherein the at least one document is part of a stored collection, and further wherein collection overview comprises a collection coversheet.

45. The article of manufacture defined in Claim 44 wherein the collection coversheet comprises a collection overview.

46. The article of manufacture of claim 45, wherein the collection overview comprises a plurality of thumbnail depictions of documents.

47. The article of manufacture of claim 44, wherein the collection coversheet comprises a machine-readable collection identifier specifying a storage location for the collection, the method further comprising, prior to performing at least one action, retrieving the at least one document from the storage location.

48. The article of manufacture of claim 34, wherein the collection overview comprises a list of documents.

49. The article of manufacture of claim 34, wherein the collection overview comprises a plurality of thumbnail depictions of documents.

50. The article of manufacture of claim 34, wherein the collection overview comprises a plurality of icons representing documents.

51. The article of manufacture of claim 34, wherein the at least one action comprises transmitting the at least one document to a destination, the method further comprising determining a destination.

52. The article of manufacture of claim 51 wherein determining a destination comprises receiving user input specifying a destination.

53. The article of manufacture of claim 51, wherein determining a destination comprises reading an indicator of a destination from the image of the document index.

54. The article of manufacture of claim 53, wherein determining a destination comprises reading an indicator of a destination from an action indication area in the image of the document index.

55. The article of manufacture of claim 54, wherein determining a destination comprises determining at least one selected from the group consisting of an e-mail address; a fax number; a uniform resource locator; a telephone number; and a mailing address.

56. The article of manufacture of claim 34, wherein receiving an image of a collection overview comprises receiving an e-mail message comprising the image of the collection overview.

57. The article of manufacture of claim 34, wherein receiving an image of a collection overview comprises receiving a fax message comprising the image of the collection overview.

58. The article of manufacture of claim 34, further comprising determining the at least one action by performing optical character recognition on an action indication area.

59. The article of manufacture of claim 34, wherein the document index comprises an identifier specifying a storage location, and the method further comprising, prior to performing the at least one action, retrieving the at least one document from the storage location.

60. The article of manufacture of claim 34, further comprising, prior to performing the at least one action, retrieving the at least one document from a storage device.

61. A system for processing a stored document, comprising:  
a document index input device, to receive an image of a document index;  
a marked check box locator, coupled to the document input index device, to identify at least one action set forth in the image and to identify a location on the document index image of at least one indication area having a mark therein, the at least one indication area being associated with at least one document;  
a document identifier, coupled to the marked check box locator, to identify the at least one document based on the location of the at least one indication area having the mark therein; and  
a document processor, coupled to the document identifier, to perform the at least one action on the at least one document.

62. The apparatus defined in Claim 61 wherein each of the at least one indication area comprises a check box.

63. The apparatus defined in Claim 61 wherein the indication area is located on top of a portion of a graphic representing at least one document in a collection.

64. The apparatus defined in Claim 61 further comprising a scanner to scan a sheet having an identifier and having graphical content representing a collection of one or more media objects, wherein the scanner outputs the image.

65. The apparatus defined in Claim 61 wherein the marked check box locator identifies at least one action set forth in the image by identifying a location of a mark in an action indication area on the image.

66. The apparatus defined in Claim 61 wherein the at least one documents comprises a collection of documents.

67. The apparatus defined in Claim 61 wherein the at least one indication area comprises one of a plurality of check boxes in the image, wherein each of the plurality of check boxes is associated with one of a plurality of graphics in the image, wherein each of the plurality of graphics is associated with one or more documents.

68. The apparatus defined in Claim 61 wherein the at least one document is part of a stored collection, and further wherein the index comprises a collection coversheet.

69. The apparatus defined in Claim 68 wherein the collection coversheet comprises a collection overview.

70. The apparatus of claim 69, wherein the collection overview comprises a plurality of thumbnail depictions of documents.

71. The apparatus of claim 68, wherein the collection coversheet comprises a machine-readable collection identifier specifying a storage location for the collection, the method further comprising, prior to performing at least one action, retrieving the at least one document from the storage location.

72. The apparatus of claim 61, wherein the document index comprises a plurality of representations of documents, and wherein the document locator identifies at least one document based on the location of the at least one indication area by identifying the at least one document corresponding to a document representation indicated by the mark in the at least one indication area overlapping a portion of at least one document image representation.

73. The apparatus of claim 61, wherein the document index comprises a list of documents.

74. The apparatus of claim 61, wherein the document index comprises a plurality of thumbnail depictions of documents.

75. The apparatus of claim 61, wherein the document index comprises a plurality of icons representing documents.

76. The apparatus of claim 61, wherein the at least one action comprises transmitting the at least one document to a destination, the method further comprising determining a destination.

77. The apparatus of claim 61, wherein receiving an image of a document index comprises receiving an e-mail message comprising the image of the document index.